



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award (Two Page)

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:
Not under your security in FPPS;
Amount of award is \$5000 or greater; or
FY cumulative amount is \$5000 or greater
4. Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name:	<u>Gayle Jefferson</u>	Employee ID #:	<u>(b) (6)</u>
Position Title (optional):	<u>Supv Facility Operations Specialist</u>	PP-Series-Grade (optional):	<u>GS-1640-15</u>
Organization (optional):	<u>OMS/OA/FMSD (HAA000000)</u>		
Type of Award:	<input type="checkbox"/> On-the-Spot Award (Individual Cash Award (Non-Rating Based))	<input type="checkbox"/> Group Cash Award	
	<input checked="" type="checkbox"/> Individual Cash Award (Non-Rating Based)	<input type="checkbox"/> Group Time Off Award	
	<input type="checkbox"/> Time Off Award		

Total Amount of Award (\$): \$500.00 AND/OR Total Number of Hours: 0

Type of Benefits on which the award is based (Cash awards only): Tangible Benefit Intangible Benefit ☒

Value of Benefit:	Moderate	Substantial	<input checked="" type="checkbox"/> High	Exceptional
Extent of Contribution:	Limited	<input checked="" type="checkbox"/> Extended	Broad	General

Narrative Justification for Award:

Gayle Jefferson in Facilities/OMS is being recognized for her assistance to OCSPP as one of the Agency leads for the 2020 physical move. Gayle has been extremely helpful to the OCSPP 2020 Move executive leader and our offices (OPMO, OPP, OPPT, OSCP). She is providing OCSPP with the guidance we need to prepare for a seamless move. For her efforts so far, Gayle is deserving of a \$500.00 award.